

6/29/94 Received E-Mail message from Greg Thelmsman prohibiting the purchase of chemicals on X-Orders. This was brought about by non-approved materials (chemicals) coming into the factory through X-orders and, in some cases, chemicals arriving not preceded by MSDS.

6/29/94 Concave mirrors were placed in the HC Room so that employees can observe entrances - For security reasons. Completed last week.

6/30/94 QA Safety Committee Mtg.

6/30/94 Anna O'Neal will check on 1-12 after the July shutdown to make sure the area is safe after modifications. She will also check to make sure the area is air conditioned.

6/30/94 New HC ordered - PO - Job Order - Property Disposal Request issued - Obtained Bill Speicher's and Ray Taylor's signatures. Greg issued PO #. Faxed PO with number to John Stokes at Hewlett Packard. Monica has copies of entire package including quote. Hewlett Packard said new HC should be delivered in about two weeks. PO # L080363.

7/12/94 Compiled Bill Speicher's Monthly Safety update - Gave to Monica for typing

7/12/94 Drafted procedure "Corrective Actions for Flavors Not Passing QA Analysis."

7/12/94 Responded to Caren concerning questions regarding elimination of ordering of chemicals through X-Order system.

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7/12/94 Denise Koenig asked Sue what kind of tape could be used to affix "no sleeping" signs (paper signs on bathroom walls). Sue asked me. I instructed Sue to tell Denise not to use tape to affix signs. Signs could be easily removed and tape could get into product. Referred Denise to Mfg Safety Dept for information on ordering self adhesive signs.

7/12/94 Woody Thomas faxed copies of the test plan for menthol test to be run in Louisville during the week of July 25. Faxed copies to Bernice and me.

7/19/94 Submitted procedure "Corrective Actions for Flavors Not Passing Q.A. analysis" to Monica for typing.

7/19/94 Stu Burns reviewed and approved above mentioned procedure. Drove procedure to Karen.

7/19/94 Glen tanker arrived - insect in sample. I asked John to collect two more samples from the hose and inspect load from hatch. Samples were clean. Asked John to call Stu to determine whether filters in lines were sufficient to collect insect parts (very small qty). [Note: Tanker arrived late. Richmond Purchasing put a tracer on the truck and determined that the shipment had been sent in a dirty tanker and was returned.] We did not know whether the original load was transferred from the dirty tanker to a clean one or a new load of glen was shipped in the clean tanker. Stu said he could not guarantee that filters would handle extremely small particles. Page Andrews was contacted by Richmond Purch to investigate. I gave Page pertinent information on the tanker. Page contacted the vendor (Procter & Gamble) and was assured that a load from a dirty tanker would not be transferred to a clean one. Sp GR, RI and Subjectives were within Spec. (CONT)

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7/19/94 Page and I agreed to accept the truck.
(Cont) Page will call the vendor and let them know that we will accept this shipment but, in the future, will reject shipments containing insects or other foreign matter.

7/20/94 Adhesive tanker and PZ tanker arrived at the same time. Skip Stockdale was taking Clarence Jackson's place and was unaware of scheduling procedures. PZ tanker was sampled first because PZ offloads in approx 1.5 hrs and adhesive requires 3 hrs to offload. I asked John to get with Skip concerning scheduling procedures.

7/20/94 Procedure (Refer: Pg 95) reviewed by Core Team. No changes made.

7/20/94 Called Woody Thomas concerning tests scheduled to be run in Louisville the first week of August.
• Co's Packaged with Menthol Soil
• Examination of Menthol Loss During Processing.
I requested that he set-up a meeting with all parties involved prior to the test. He said that he plans to arrive ahead of time in order to do this. This will be done for both tests.

7/20/94 New HC Room floor needs finish applied. Sue is working with Bill Ferguson.

7/20/94 HC Room being painted.

7/20/94 Reviewed John Spradling's SRN with him.

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20/94 Talked with Anna O'Neal concerning safety problems on 1-12 caused by recent modifications. Plans were made to audit the area with Anna and Gene tomorrow morning.

21/94 RRC Meeting - Teleconference - MES codes revised on several items on X-N list. Laura McCray will issue a revised list including items from all locations.

21/94 Mtg with Caren - We both felt that Terri or John Spradling would be good candidates for instructors - TQ1 Primary Training courses

22/94 Received response (memo) from Mel Dailey on the subject of 1-12 safety concerns.

22/94 Called Donna Gehrke to request "Morning Newsbriefs" on my computer and Gene's. Donna sent a message to Marge Aruady requesting this.

22/94 Talked with Analytical personnel concerning upcoming heavy overtime schedule.

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22/94 Woody Thomas called - Said that, around Aug. 15, he will be requesting 8 to 10 samples of frozen Glycerol spray samples to determine consistency of makeup and for Chris Kroustalis to set specifications. He said we should send it by P.M. truck to meet D.O.T. regulations. I asked Mark to make sure our dry ice supplier is still in operation.

22/94 Received E-mail message from Marjorie Aruady confirming that Gene and I will be added to the "PM - USA Morning Newsbriefs".

22/94 We are still sending Dr. Zimmerman samples of SD-4 alcohol and flavors. Woody will check with him to determine how long this will continue.

7/25/94 Woody Thomas called - said that the VSM 25 100's Ment 6's FTB factory trial to use menthol foil on this brand has been scheduled for tomorrow, filler to be cut tonight. Virginia Graff - RED will come to Louisville tomorrow. Bernie had previously moved this test back to the week of August 1. I talked with Tina Landow (Bernie taking a vacation day). Tina had received a message that the test had been rescheduled for tomorrow but she checked with Chuck Thompson and he said that the brand is not on our production schedule. We called Gene and Bernie to determine who, in Louisville, had authorized the test run for tomorrow. Neither Gene nor Bernie knew of authorization for the test but Bernie suggested that Tina call Norman Smith. Both Gene and Bernie said that QA could not support this test on this short notice because of special manning requirements. Tina called Norman Smith. He said he had authorized the test to be run on "B" Shift tomorrow. He had not advised anybody in O.A. Norman was advised to distribute the test plan written by Virginia Graff along with a cover letter written by him. He was also advised that he will be responsible for coordination of Louisville responsibilities (Production / sampling / testing / shipping of samples).

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7/25/94 Completed Accident Report - Mark Hatch.
Very small metal splinter in right thumb -
Refer Accident Report

- 12/6/94 Received memo written to Gene from Deanna - No Portable Air Conditioning Unit on 1-12 - Deanna gave "B" Shift 1-12 Inspector permission to wear sleeveless blouses. She communicated with several "B" Shift personnel and left messages for "A" Shift Management and Mfg. Safety. We will follow-up!
- 2/6/94 Have meeting notice - July-Safety Committee - to Monica for typing. Monica distributed.
- 2/6/94 Have Gene a copy of "Menthol Foil Rejects Test-Status Report" memo (January 25, 1991). The memo will be used to aid in explanation to Doug Murphy reasons menthol foil rejects are not re-packed.
- 2/6/94 Accident Report - Mark Hatch - sent to Mfg. Safety Dept - Attn: Mary Lynn Cotton.
- 2/6/94 Proofread Safety minutes (June) and returned to Monica. She will distribute.
- 12/6/94 Distributed meeting schedules - Bile Murray and Jay Poole (July 28) - and - Steve Darrah State of the Business Meetings (Aug 2 and 3) to Analytical personnel.
- 12/6/94 Outside contractor to seal and finish new GC Rm floor.
- 12/6/94 Mary Lynn called - SHE manual - Mary Lynn will update - I told her we would get it to her rather than her making a special trip to 6-1.
- 12/7/94 Richmond Hold - Low menthol in smoke - 5180 (L & M 100's Menthol) Formula 283 & 284 - Investigation: See Next Page:

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7/27/94

LEM Menthol 100's (5180 Formulas 283 and 284) produced on July 14 placed on hold by Richmond for low menthol in smoke.

Pack menthol results:

Target: 5.34 mg/cigt

Range: 4.54 - 6.14 mg/cigt

Results: 3.05 mg/cigt

3.12 mg/cigt

*(Insufficient samples for recheck)

* Formula 283 order was for 500,000

* Formula 284 order was for 250,000

Barbara Wayne located six cartons of retains from those orders. Rechecks were done using retain cartons.

Initial Resamples:

2.75 mg/cigt

3.34 mg/cigt

I called Don Heick to determine whether the 5180 Formulas 283 and 284 filler is stored in silos for long periods of time. Don said that several lines are run into silo 14 - enough to complete the orders and delivered to 5-12 through Cardwell #2. Filler can sit in the silo for two weeks or longer as this brand is produced in short runs.

Second Resample

2.81 mg/cigt

3.32 mg/cigt

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7/27/94 (LEM Menthol 100's - Low Menthol (cont.))

Called Don Veich to determine when Silo 14 was last filled.

Last filled 7/25 @ 8:00PM

previous 7/22

previous (50%) 7/13

However, 7/14 production may have run from boxes as, previous to July 13, this brand was stored in boxes. If any boxes were on hand, they would have been used.

7/27/94 Woody Thomas called. Said he plans to come to Louisville on Monday for a meeting to set-up the "Menthol Loss Throughout the Process" test. Plans are to discuss the test on Monday with all parties involved and to monitor the run and pull samples on Tuesday. I asked him to let me know what time he expects to arrive on Monday and I will set-up the meeting.

7/27/94 Refer Above: LEM Menthol 100's -
Asked Mark to run one pack from each of four additional cartons from the 7/14 run. Results:

2.75 mg/cigt 3.92 mg/cigt

2.67 " " 3.92 mg/cigt

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Results of July 21 run of LEM 100's within limits

5.35 mg/cigt

5.15 mg/cigt

Results of July 22 run of LEM 100's within limits

5.62 mg/cigt 4.73 mg/cigt

4.63 mg/cigt

7/27/94 Refer Pg 100, 101: Woody Thomas called concerning the L&M Menthol 100's problem. I gave him the information from the investigation. Woody agreed that the problem was probably the result of filler stored in boxes. He mentioned that testing has confirmed that corrugated boxes absorb menthol.

7/27/94 During meetings concerning above problem, it was determined that menthol as well as OV testing should be performed on boxes before delivering to mfg floor. Woody Thomas agreed.

Based upon results of the investigation into this incident, Gene issued the following E-mail communication:

COLEMAN, DIANE

From: COLEMAN, GENE
To: BLOCK, DAN; COLEMAN, DIANE; JOHNSON, DERRICK; TURNER, ED; WEBBER, BOB;
NALLY, BILL; SPEICHER, BILL
Subject: Rejection 5180 - 283 & 5180 - 284 (Low Menthol in Smoke)
Date: Wednesday, July 27, 1994 11:55AM
Priority: High

R & D has rejected three orders of 5180's (L&M 100 Menthol Longs SP) for low menthol in smoke. One order of Formula 283 (500,000) and two orders of Formula 284 (1,030,000 and 250,000 respectively). The order numbers are U4BL, U4FL and M4CL. The menthol in smoke was approximately 25% below the lower acceptance level. Menthol checks of rebins (total cigs) in Louisville verify this as they were also approximately 25% below the lower acceptance level in total menthol. We may be facing a situation where the longer we keep filler in boxes/silo the lower the menthol in outgoing product. The way orders are run on this item do not correspond to the quantity of filler which can be cut and stored without menthol loss, i.e., we are forced to cut 1/2 line of filler (minimum) for small orders leaving a lot of filler to deteriorate. Some sort of order consolidation may be an answer, if at all possible.

7/27/94 Mel Dailey said that Bakan is checking on the delivery of 7 ton A/C unit for 1-12. He will also meet with Hector Gonzalez tomorrow on other 1-12 problems that have not been corrected. Mel will also advise Kevin Connell of the situation.

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7/28/94 Shop personnel expressed concern about working around mold in Primary. Denny contacted Kevin Connell. Kevin will educate, investigate PPE, etc.

7/28/94 Attended Informational Session conducted by Bill Murray.

7/29/94 Meeting with Analytical personnel to discuss reorganization.

7/29/94 Q.A. Safety Committee Meeting

7/29/94 Sent Terri Gravel to Rhonda Juttie to take tests involving Primary Supervisor position opening.

7/29/94 Bill Speicher said to form an Operations Services Safety Committee and include all previous Q.A personnel - also include others in the organization who may be working in the Factory.

8/1/94 Scheduled meeting - "Menthol Loss During Processing" for 2:15 pm in the 6-1 Conference Room. Woody Thomas will review test plan with all areas involved in the testing. Woody, Caren, Bernie, Del, Jerry, Langston and I attended.

8/1/94 Wendy Osborne - Talked with her - Sue's test for the Sales Force scheduled for Friday.

8/1/94 Wendy said that we should know something about Terri's status (Primary Supv position) by the end of next week.

8/2/94 Filler cut for "Menthol Loss During Processing" test at 8:00 AM.

8/2/94 Meetings with Woody Thomas concerning special test, menthol rejects and other flavor-related topics.

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8/2/94 Compiled Bill Speicher's monthly Safety Update.
Gave to Monica for typing. Monica distributed

8/3/94 1:30 brainstorming session with Bill Speicher -
Way to reward employees for doing a good job.

8/3/94 Special test filler (Refer: Pg 103) will not
be fed to the Mfg. floor until approximately
8:00 pm. I left a message for Vanessa
advising her of extra samples on "B" Shift.
Told her we can put someone on call,
if necessary.

8/3/94 Went over mid-year reviews (PMP) with
Sue Eaders & Mark Hatch.

8/3/94 Primary Lab did not have anyone available
for special test trained in hopper sampling.
• Terri will come in at 7:30 pm to sample hoppers
• Mark will come in at 7:30 pm to perform methanol
testing.

Woody Thomas held a meeting to coordinate
sampling. Terri, Betty Lemmon and Mark
attended.

8/3/94 Went over mid-year review with John Spradling &
Gayle Blackaby.

8/4/94 Hydrogen Alarm tested.

8/4/94 Announcement - Testing of Hydrogen alarm -
Employees in Audit testing area could not
hear it. John Spradling wrote a work
order (Safety). Would also need to be
able to hear evacuation instructions,
if necessary.

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1/94 Left a message for Doug Fessel - Fred Johnson is scheduled for CPH training August 15 from 8:00 AM to 4:00 pm in the Virginia Slims Conf Rm. (Part of ERI training).

4/94 Wrote a letter of recommendation to assist Sue Eadens in transfer to the Sales Force.

4/94 Due to problems on Production Floor, "Menthol Loss" Test has again been postponed. Note: Filler was cut early Tuesday, July 2. Filler was a small run, bulked and gapped. This may cause problems with the test. Informed Woody Thomas.

11/94 Herb Goemen called Denny. The next MES / San Audit is scheduled for Oct 10, 11, 12 and 13.

5/94 Terri Dravel was offered Filler Delivery Supervisor position in Primary. Position is on 3rd Shift.

7/94 Instructed Analytical personnel to attend Organizational meetings next week. Recorded schedule in Analytical Lab Log Book.

5/94 Went over Terri Dravel's mid-year review with her.

5/94 Have typed original of letter of recommendation to Sue Eadens. Placed a copy in her file.

5/94 Gave Mid-year Review materials to Vanessa and Pat.

7/94 Gave Diversity Seminar (Coach Jerry Jones) information to Analytical Lab personnel. (9:00 next Tue.). Asked for volunteers to attend.

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8/5/94 Gave asset list - Items may^{new to} be disposed of and removed from list - to Sue for comparison with our serial numbers list. Instructed them to follow Tom Hayes' directions (from memo) and send response to Caren Hughes.

8/5/94 Asked Analytical personnel to label and mail excess packed cigarette samples from the "Menthol Loss" test and send to Woody Thomas for menthol-in-smoke analysis.

8/5/94 Called Caren - Terri accepted the Primary Supv. position. Myra Howell to begin training in HC Room to replace Terri on Monday.

8/5/94 Refer Above: Caren said she would inform Bill Speicher and submit paperwork (Myra) on Monday.

8/8/94 Started performance update - Terri - Promotion

8/8/94 Woody Thomas said to fax rough data from his test to him. He will issue a report

8/9/94 Vanessa and Mark will attend Diversity seminar (Presentation by Coach Jerry Jones - U. of L.)

8/9/94 Submitted performance update to Bill Speicher after reviewing with Terri Dravel.

8/9/94 Reviewed performance update (Written by Gene) with Myra Howell. Returned signed update to Gene.

2055558929

- 1/94 Meeting with Myra: Overview of Analytical
- 0/94 Attended Awards Breakfast - (Philip Morris Scholarship Awarded to Melanie Eaders)
- 0/94 Security Breach: Wrong Filler - VSM Lt filler used instead of VSM Ultra-Lt filler. Japanese Order. Cigarettes reduced filler based upon blend differences (differences in ET, bright, oriental and burley). Menthol tarogets also different.
- 1/94 Ann McDaniel's PPI Audit group will be in Louisville the week of September 19. Sandi Phillips will come to Louisville on the 19th for a two day cursory audit and to do training. The rest of the group will arrive on the 21st to conduct the audit.
- 0/94 Woody Thomas' test data from special test sent to him. Also sent packs (labeled) for menthol - in - smoke analysis. Terri handled this.
- 0/94 Called John Spradling with details from Monday's Organizational meetings. He was on vacation and did not attend meetings.
- 1/94 Packer fire - Packer #73 on 3-12 - Marlboro - Cigarettes held and flagged for smoke panel. No "off" taste or odor - Cigarettes Released.
- 1/94 Mel Dailey called and said that "New Safety Discipline Policy" training will be handled by individual departments. He said not to start this training until he tells us to begin.

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8/12/94 Called Mel Dailey and asked for training materials for the following classes:

- "Confined Space Awareness"
- "Emergency Procedures / Fire Extinguisher"
- "Hazard Communication"
- "Personal Protective Equipment"

Mel said that he would get them to me right away.

Status of "Ergonomics Training":

- Mel will attend classes conducted by Butch Ours from Richmond the week of August 22. After he receives the training, he will set up a training schedule and get back with me. Mel will be the instructor in all "Ergonomics" classes.

Status of "New Safety Discipline Policy" training:

- Refer Pg 107 (Bottom of Page)

8/12/94 Mel Dailey called - said that Ron Bakan told him that the 7 ton A/C unit will not be installed on 1-12 before the December shutdown. Mel will go to 1-12 today to check conditions on the floor. (Forecast for temperature in 90's). He will try to get Bakan to press for quicker delivery and installation over Labor Day weekend.

8/12/94 Foreign matter - Clear plastic - found by Primary Lab Technician while sampling. FTIR analysis revealed Polypropylene - Acceptable for use in factory. Bob Webber notified.

205558931

1/94 Reviewed Woody Thomas' new format for QA Test Specifications. Called Woody - Left a message on his machine inquiring as to how this version will be updated (Computer? mail?). Also, Gene wants a copy of all updates to aid him in product disposition decisions etc. Woody called back - Said he would try to provide updates through the system. If he is unable to do this he will send them through the mail. He said he would add Gene's name to the list of personnel with access to updates.

9/94 Stu Burns called - 3 pallets of Jono labeled with Cochise material code. I took Barbara to the Flavor Cockroom and Stu gave us a sample for subjective analysis (just for confirmation). It was obvious that Jono was in the bags. Stu contacted Bonnie Davies in Richmond. He will use the three pallets before using any other Jono on hand to avoid problems. Stu said that Bonnie Davies will contact the supplier.

6/94 Menthol Foil procedures to Rohn Wagoner - International Operations Services - Richmond Operations Center.

1/94 Pat Cary to attend a FOCUS Mtg on Thursday
"A" Shift - "C" Shift will be covered by Vanessa and Jayle on OT.

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6/94 Mel Dailey called - Said that during an audit with Factory Mutual - It was discovered that spring-loaded valves were not being used on flavor (flammable liquid) drums. He said that Stu told him that the only type of spring-loaded (self closing) valves that would not clog had Teflon O-rings (Mats Eval - unacceptable) so he went back to manual closing valves.
(cont.)

8/16/94 (Cmt) I tried to call Jammy Weston (paged her and left a message on her voice mail). She did not respond to page or return call.

I told Mel that, if it is a question of violation of Fire Regulations, Louisville Factory Management can approve use of the valves until a substitute is found.

Mel said that he would call Walter Havens and ask him to check with his counterparts in Richmond & Cabarrus to see what they are using.

Note: Use of manual valves has been noted by the Fire Marshall in a previous audit. A repeat violation would result in a citation.

I told Mel to get back with me after he talks to Walter. We will continue to follow-up.

8/16/94 Jammy returned call. She did not have any information about possible replacements for the valves containing Teflon. She referred me to Dennis Carnes or Ed Tucker at the Flavor Center. She also said that Catherine Smith at Mfg Center QA may have some information. She said that, if we are unable to get help, we should call her back and we will see how we can document this.

8/16/94 Sue on LOA.

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1/17/94 Floor supervisor on 2-8 (Wanda Hatch) called the Lab and reported that AAHI Senco Lights menthol plugs (seven traps) may have incorrect menthol level based upon odor. Menthol samples taken at random from each of the seven traps were analyzed. All samples were within specifications. Plugs were released for use in production.

1/17/94 Called Mel Dailey to convey information received in 8/16 phone call with Jammy Weston. Mel said he would call Dennis, Ed and Catherine and get back with me.

1/17/94 Received training materials from Mel Dailey for:

- "Confined Space Awareness"
- "Emergency Procedures/Fire Extinguisher"
- "Hazard Communication"
- "Personal Protective Equipment"

• Status of "Ergonomics" and "New Safety Discipline Policy" -
Refer: Pg 108

1/17/94 At the request of Bill Speicher, I announced to Specialists on all shifts that a working supervisor position has become available. Management was unaware of this position at the time of the Organizational Meeting.

Area: Primary Lab

Shift: B

Reports to: Ken Johnson

Instructed them to let me know ASAP if they are interested. Told them that I am required to submit names of interested personnel to Bill Speicher before noon on Friday.

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8/17/94 Stuck pull tab on VSSS Ment 6's sample from Smoke Panel. No perforations - just indentations. Notified Gene and Janice - (August 1 production - B Shift) - Barbara checked other samples from that date. All samples collected at 1600 were stuck. At 1730, samples were okay. Gene and Janice will follow-up.

8/17/94 Refer: Pg 109 (Gono). Page Andrews ordered two of the pallets of improperly labeled Gono returned to the Vendor. The two pallets returned were in storage at the Burnett St. Warehouse. Stu is using the remaining pallet and will deplete before any other Gono is used.

8/18/94 Foreign matter - clear plastic - Did not appear to have been through the cutter. Found on Maker 23 "B" Shift yesterday. FTIR analysis revealed Polyester - Generally acceptable - (9-5 Match). Notified Clarence Collins. Dave data sheet to Gene for disposition of cigarettes on hold. Cigarettes Released.

8/19/94 Meeting with Phyle to review SC procedures in preparation for audit.

8/19/94 Authorized use of Latex gloves for radiation wipe testing. (R) - Generally acceptable

8/22/94 Called Art Thorpe - Asked him to let us know ^{in advance} when a large order (particularly Japanese) will be run. Advised ^{him} of the situation this past weekend when 94 samples arrived on Saturday. I relayed to him that,

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- 22/94 had I not staffed "A" and "B" Shift with two people per shift to cover production requirements, the samples would not have been analyzed until today. He said that LMCP usually has at least three days notice on orders and that he will see to it that we are notified in advance on future orders.
- 22/94 Monica agreed to chair the Operations Services Safety Committee meeting scheduled for Friday - I will be on vacation that day.
- 31/94 Wrong plugs on B&H Deluxe Ultra Lts Reg (1100 Brand Code) produced on "B" Shift yesterday. Deanna submitted loose cigarettes and a carton for possible evaluation by smoke panel. The note did not indicate which "wrong plugs" were used. Production on this brand held from 1500-1815 hrs. (Export - JM Cases - 1100)
- 31/94 Mel Dailey called - Needed MES status of All Star All Purpose Cleaner RTU. He felt that, from a safety standpoint, the material may be undesirable for use. I located the Materials Evaluation Recommendation Sheet (MES Code "R" - Acceptable). I told him that, if the Manufacturing Safety Dept feels that the material may present an unnecessary hazard to employees, they can order removal of the product from the factory.
- 24/94 Fire on floor "B" Shift yesterday (closet fire). Five brands on hold at Dixie Whse. Done calling back samples for subjectives. Smoke Panel - No significant difference.
- 24/94 Prepared meeting notes for Monica for Friday's Safety Committee meeting, went over them with her and gave them to her.

2055558936

8/24/94 Distributed CPR recertification cards to employees who completed classes.

8/24/94 Stu Burns said that a tanked of Isomeroze arrived on July 14 at 2:30 PM. Stu, John and I were on vacation. The vendor charged over \$400.00 for the truck to stay overnight:

- Mark said that the driver said that the reason he was late was that the truck was not ready to leave Dayton on time.

- When the truck had not arrived at 2:00 PM, Herman called Mark and said we would not be able to offload until 8:00 the next morning.

- When the truck arrived at 2:30 PM, Mark called Herman and Herman again said to hold the truck until the next morning.

Based upon this information and information supplied by the Flavor Cookroom, Bonnie Davies contacted the vendor and refused payment of demurrage on the basis that the truck did not arrive on time.

8/24/94 Went over SR ^{with} Myra Howell. Promotion from X-T3 to Specialist/Flavor Analytical

8/24/94 Flavor batch placed on hold - glass in sample. New batch prepared. (623 Bt Cas)

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25/94 Stu said that he felt that the glass in 623 Bet Cos' placed on hold yesterday was from a sightglass. He ran the flavor through a very fine mesh filter and cheesecloth. Lab resampled - All parameters within limits. No unusual color or odor. Released.

5/94 Clarence Collins submitted a crushed pocket calculator and torn cover found at 6:00 AM on Maker 42 - Brand Code 601. Found in hopper. Object caused immediate shutdown of machine - Packer rollers. Machine cleaned out, ^{magnets checked} cigs thrown away up to the Magomat. It was determined that none of the object had gotten into the product - Released / ^{resolving} HSC. FTIR analysis not necessary in this incident.

25/94 Instructed Analytical and P2 personnel to give OT to Monica on Monday - I will be on vacation.

25/94 Received three Quality Alerts from the Cabarrus QA Lab - Insect Infestation in:

- Cochine - (02-140) - Lot # C08084 M. J. Neal
- Shiloh M (02-080) - Lot # S08224 M. J. Neal
- Jono (02-010) Lot # J08154 M. J. Neal

- Notified Stu Burns - He will instruct his people to check for infestation in these products.
- Notified Mike Johnston at the Burnett St Whse. He said that he would inspect their inventory.

25/94 Went over goals to be derived from training classes with Myra (Training Ctr). Gave evaluation forms to her to return to Carl Koetter.

25/94 Refer: "Quality Alerts" above. Mike Johnston called and said that they have 4800 Lbs of the suspect Jono (02-010) at Burnett St.

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8/25/94 (cont) I called Greg Nixon to find out whether to return the Jono to Richmond; inspect at Burnett St. or have the material tagged and send to Maple St for Flavor Caskroom personnel to inspect before use. Greg was unavailable but I left message with Flavor Services operator to have him return my call. He did not return call. I left message in HC Room log for follow-up.

8/25/94 2:00 FOCUS Training for "A" & "B" Shift HC Room personnel; Caren and myself. Caren will instruct.

8/25/94 Gave Bill Speicher's Monthly Safety Update (Sept issue) to Monica for typing.

8/25/94 Told Mel Dailey that Sammy Weston will need to analyze All Purpose Cleaner samples and that she will obtain samples from Richmond Unisource representative.

9/7/94 Returned from vacation and was advised that Page Andrews had instructed Mike Johnston and Steve Burns to inspect Jono Pallets (lifer above) for insect infestation. If there is no evidence of infestation, use the pallets.

9/7/94 Reviewed memo from John Reberman concerning the Louisville Facility Audit. Made list of questions to be addressed before scheduling a meeting with all areas in Louisville that will be involved.

9/8/94 Wrote memo concerning Pat Cary's recent disruptive behavior.

2055558939

94 Mtg with Bill Jaylor on PPI audit.

94 Maureen Magill - dizzy spells - felt faint -
Felt it might be dangerous to take her to Medical.
Called Medical 6-1. Medical sent her out for
evaluation. Non-work related. She was involved
in an automobile accident yesterday. It was felt
that this may be the cause of the problem. Also
experiencing neck pain.

94 Checked with Denny. He said that there is sufficient
money in budget to allow for PRoom coverage when
Betty is on vacation, etc. Del agreed to continue
providing backup until we can get Analytical personnel
trained.

94 Mtg with Gene to prepare for Procedures audit

94 Joyce Chism called from Medical - Wanted to
know if Maureen came to work today. Told her
that she was absent due to strain from auto
accident and on medication prescribed by doctor.
Joyce requested that she report to Medical when
she returns to work so that they will know what
type of medication she is taking since they sent
her out from here.

194 Mel Dailey called to inform me of a foul odor
on 2-8 - Caused by dumping of chiller water
from Bldg 10 Chiller. I talked with Denny.
He said that, in the past, when this was done,
no quality problems (odor in cigarettes) was detected.
I sent Barbara Wayne to the floor to collect
cigarettes for subjective testing just as a precaution.
Note - Mel checked the area with his meter
and no hazardous chemicals were detected.

2055558940

9/9/94 John Spradling faxed information to John Rebman concerning procedures audit. (Material John Rebman had requested)

9/9/94 Explained procedures audit to Del Smith and sent her a copy of John Rebman's memo.

9/9/94 Dave Bernie a copy of John Rebman's memo (Procedures Audit)

9/9/94 Auto - Abbe shipped out for repair - Not holding (indicating proper temperature).

9/9/94 Dave a handwritten memo to Caren requesting new Auto - Abbe Refractometer and new computer and software for the FTIR for her use in the upcoming Capital budget meeting. Refer File: PO722 - "Purchasing".
Note: Also wrote a request for hydrogen and air generators

9/9/94 Deanna will train Vanessa to pump over PZ on "B" Shift, if necessary. (Code - PZ Room Door 2153)
Del will continue to provide backup for the PZ Room on "A" Shift until ~~the~~ Room is fully staffed and personnel can be trained.

9/12/94 Asked Mark Hatch to follow-up with Jimmy Weston on sample of adhesive submitted to Kathy Fox (Ext 2342) and Mark Harrison on August 31. Two employees had been splashed with the adhesive and developed rashes and hives. Mel Dailey felt that, because the employees wiped the glue off with shop rags containing solvents, that the rags caused the problems. He ordered the glue analyzed just as a precaution.

205558941

1/94 Injured employees were James Jagers and Lawrence Malone. Possible Recordables. Neither employee is assigned to Operations Services.

Adhesive: 320-44

Cause: Problems with pump

Note - National also having sample of the adhesive analyzed

1/94 Following up on a situation that occurred while Gene and I were on vacation - Janice Branam was on vacation last week, preventing us from following up with her:

On 8/30/94, two packs of VSM LBS 120's were submitted as a result of a customer complaint. Customer complained of no menthol in cigarettes. Physical inspection of the cigarettes revealed that both menthol and Regular cigarettes were in the packs.

Menthol Analysis:

| | | |
|---------|---------------|---|
| Pack #1 | 1.12 mg/Cigt. | } This is a mixture of Regular and Menthol cigarettes |
| Pack #2 | 0.48 mg/Cigt. | |

Manufactured - July 1994

Packer #23

Maker #26 (Regular) Maker #23 (Menthol)

Shift "C"

John Spradling reported the results to Janice Branam on 8/30/94.

2/94 Dave copied (handwritten) of Capital Budget items (Refer Pg 118) to Bill Speicher. Caren had not attended meetings and I had received no correspondence as to when meetings were to be held. Gene and Caren had not received correspondence.

2055558942

9/13/94 John Reberman called - Said that his "letter of understanding" is completed and he will fax it. (Regarding PPI Audit)

9/13/94 Hydrogen alarm tested

9/13/94 Received fax - Distributed it to supervisors in all areas to be audited. Refer: Above.

9/13/94 Called Stu Burns to inquire about upcoming aftercut flavor (alcohol reduction) evaluation. He said that nothing is scheduled for next week.

9/13/94 Scheduled 6-1 Conf Em - 8:00am - 10:00am on Tue.; Sept 20 for Audit Mtg.

9/14/94 Received LHA papers from Medical - Scheduled to return to work on 10/4/94. (Sue Eadens)

9/14/94 Dan Bloch called and said that aftercut flavor modification tests will be cut next Tuesday. (One line Marlboro Regular / one line Marlboro Ment.) Richmond Tech Services personnel will be in Louisville to coordinate the run.

9/14/94 Kevin Connell called and said that Central Safety & Health Committee will meet tomorrow in the Merit Conference Room. Asked that I attend in Bill Speicher's place as he is out of town.

9/14/94 John Reberman called - Said that Anna O'Neal had requested wet/dry P2 weight audit (PPI # 648-654). Said he would include this in the audit if I have no problem with it. I told him to include it.

205558943

1/94 Kevin Connell called - said that Betty Reynolds had filed a claim on August 31, 1994 stating that on August 3, 1992, repetitive motion in job caused Carpal tunnel syndrome in her right forearm. She stated that repetitive motion in doing her job as Inspector caused Carpal Tunnel of the right hand. Stated she tore up packs of Cigarettes, tore tear tape and collected cigarettes off belt. Kevin and I talked with Gene, investigated Betty's job duties with relation to Carpal Tunnel symptoms. It was determined that, at no time were there continuous Repetitive hand motions. Gene sent a memo to Kevin Connell for documentation.

See Pg 122

1/94 Ann Jerome called from Cabarrus. Wanted to know what type of gloves are used in Louisville for stripping of hogheads. She said that they are using Polar Bear mesh gloves with leather gloves over the Polar Bear to prevent punctures. I called Conditioning and spoke with Terri Gravel. She said they get the gloves from the 4-1 Stockroom and that the gloves are returned to the Stockroom to be replaced (due to wear) about once per week. Obtained a pamphlet from Stockroom. Obtained the following information from Thelma Cox in the 4-1 Stockroom:

Missouri Mule
Wells Lamont
Leather Palm Gloves

Allied Safety (Phone Ext 4089 in Richmond)
Y 30112 Alan Phillips
Cost 3.92 per pair

2055558944

Note: These ^{leather} gloves are more sturdy and cover more of the arm than standard leather work gloves used in other areas.

Called Ann Jerome (226-5331) Left a message on her machine for her to call me.

9/14/94 Burley Spray out of Spec. ^{it was determined that} double amount of water had been added to flavor. Corrected by adding one more batch of all other ingredients except water. Flavor re-tested - All testing parameters within spec.

9/14/94 Received Memo from Jerry Ford concerning Four-in-One Round Robin. Louisville's results were reported to be more accurate than any other Labs in the study except Lab D. (Slight bias on water results toward low values). ETOH, PG & Glen on target.

9/14/94 Received memo from Kevin Connell. Based upon information gathered by Kevin, Gene and myself, the Case will not be OSHA Recordable.

9/15/94 Woody Thomas called - Requested a special test on plugs to help complete his "Menthol loss throughout process" test. Procedure:

Brand VS LE FTB (650's)

On 5 trap in a row:

1. Pull sample on short belt of KDF
2. Jag Trays: Call Lab Before Use
3. Pull two (2) samples from each tray at Maker Top and Center
4. Menthol Analysis
5. Report data to Woody Thomas

Woody emphasized that test should be run under normal conditions. Do not take trap directly from KDF to maker.

2055558945

94 Laura McCray Called - Asked if we would be attending the RRC Mtg. (Sept 21 - 9:00 - 11:00 AM). She said that Louisville has no reporting assignments for this meeting. I told her that Sue is on leave and I will be tied up with PPI audit & safety training. Told her that I would check with Caren to see if she will be able to attend. I left a note on Caren's desk.

94 Attended Central Safety & Health Comm. Mtg. - Safety Compliance Training to be completed by Oct. 15.
• Mary McHurvey will copy me on memo listing personnel needing X-Rays (on site) Tuesday, Oct 18 (all shifts). She will also send memo to Ken Johnson who currently has two people on the list. (ERT Reps)

94 Notified Laura McCray that Caren will be in a Core Team meeting at the time of the RRC meeting. Asked her to be sure to send us the minutes. She said she would.

94 Called Mel Quiley to find out whether it would be possible for me to get training materials for Safety Compliance training by the first part of next week. Mel said that Kevin may want Operations Service trainees to attend "Train the Trainer" classes before starting training. He will talk with Kevin and call me back.

94 "Train the Trainer" Mtg scheduled for 2:00 pm Monday - Kevin Connell will train Anna O'Neal, Deanna Horrell and me. A separate session will be required for Bonnie Frost. (Refer Above)

94 Wrote Purchase Requisitions, obtained quotes and wrote job orders for FTIR Computer and Software, new refractometer and Hydrogen/Air generators.
(Capital Budget Items)

2055558946

- 9/19/94 Attended "Train the Trainer" meeting for New Safety Discipline Policy. Kevin will send slides and sign-in sheets tomorrow for training of all personnel to begin.
- 9/20/94 PPI Audit in progress - Coordinating.
- 9/20/94 Obtained Bill Speicher's signature on paperwork for Capital Budget items (Refer Pg 123)
- Hand-carried Job Order Request forms and Property Disposal Request to Charles Reason.
 - Sent Purchase Orders and quotes to Charles through Company mail.
 - Made copies of all info and filed. (PO722 - Purchasing)
- 9/20/94 Project Sweet - Aftercut Flavor Modification Test Run today.
- 9/21/94 PPI Audit completed in Analytical, Cigarette Mfg & Primary. Sandi Phillips, Bob Sichi and Frank Jones returning to Richmond. John Rebman at Burnett St today.
- 9/21/94 ^{Retain} Cartons from W/E 8/21/94 - Va Slims Lt 100 Ment SP - NIS - sent to Richmond to the Attn of Martha Payne at the request of Janice Busie. Cigarettes were suspect due to low menthol in smoke. Louisville results of menthol in filler, flavor, pz and pack were checked for that week. Nothing out-of-spec. It was felt that there may have been a problem with the Richmond test results. However, it was suggested that, if any of these cigarettes are in storage (Warehouse in Richmond, samples be pulled as a double-check.

205558947

- 1/4 Del Smith requested lockout devices for Onewa Curry, Jane Milton and Cathy Williams. I Reminded Del to document training before allowing these employees to use lockout devices/procedures.
- 1/4 Bob Suchi called from Burnett St. - said that he is needed to help John Reisman in the Burnett St. audit. He will not be going back to Richmond today.
- 1/4 Called Mel to order lockout devices. (Refer Above)
- 1/4 Set-up exit meeting - PPI Audit - for 10:30 Friday in Smoke Panel Conf Rm with John Reisman - Reserved Conf Rm - Notified Anna, Caren & Bill Taylor.
- 1/4 Received training materials from Kevin Connell for Safety Compliance Policy training. Did not include sign - in sheet with course code. Called Mary Lynn for course code. She said just to send ^{completed} sign - in sheets with the name of the class and they will put the code on them.
- 1/4 Distributed sign - in sheets and handouts - Safety Compliance Training to Process Control Inspection Supervisors.
- 1/4 Notified Bill Speicher, Del Smith / Ken Johnson & Doug Murphy of Exit Mtg (PPI Audit). Caren, Gene, Anna and Bill Taylor were notified yesterday.
- 2/4 Exit Mtg - PPI Audit. - Doug to attend in M. Foster's place.
* Eg - Bulked in Back of silo
- 1/4 Mtg with Del Smith concerning silo sampling (in silo). Discussed whether it is absolutely necessary that a supervisor be present when a well trained technician locks out a silo. * Should in - silo sampling be done if menthol run is missed? Also discussed Safety Compliance Policy training. Told her I would followup with Bill Speicher on silo

2055558948

9/23/94 Ordered lockout device for Thelma Hernandez.

9/23/94 John Reberman conducted PPE Audit Exit Review Meeting. Formal report to be issued within seven working days.

9/23/94 Scheduled safety training for next week:

- "Confined Space Awareness"
- "Emergency Procedures"
- "Hazard Communications"
- "Personal Protective Equipment"
- "Safety Compliance Policy"

Scheduled for Monday, Tuesday and Thursday
10:00 AM - 12:00 AM and 1:30 - 3:00 PM each day.

Note "Lockout" training has been completed for Primary Lab personnel.

9/26/94 Two safety training classes conducted.
Refer: above

9/26/94 Laura McCray called - Training on the new system that will include the new materials Evaluation database will be held in Richmond on November 9. I asked Bill Spicher if there would be a problem with one to three people attending. He said to investigate the system and determine how many people would need to attend.

9/26/94 Investigated Accident & reviewed report - Betty Hodgkiss - on 1-12 (Ankle strain)

9/27/94 Asked Thelma to pick-up lockout devices from Mel - Refer: Pg 125 & 126.

2055558949

94 Two safety training courses (5 module) - Refer Pg 126. Morning and afternoon sessions conducted.

94 Hand-carried PO's to Tom Hayes so that he can coordinate when Job Order Requests are processed/approved. Refer Pg 124.

144 Obtained Bill Speicher's signature and hand-carried accident report (Recordable - Refer Pg 124) to Mfg. Safety. Employee went to emergency room and received further treatment and prescription medication.

44 Compiled "Managers' Report - Employee Recordable Injury". Faxed to Monica for typing.

Note: Gene, Anna, Kevin, Mel and I have been working with Engineering since early July to eliminate hazardous condition that caused above injury.

44 X-Rays submitted to the Medical Dept revealed a fractured tailbone in addition to above injury. Mrs. Hodgkins was placed on leave of absence.

144 At Bill Speicher's instruction, the 1-12 procedure to clear jammed cases will be temporarily modified until Engineering can correct the unsafe condition.

- Inspectors will be required to walk around the 1-12 Inspection Station to clear jammed cases.

- Ladders have been removed and Inspectors have been instructed not to climb over or crawl under the conveyor.

2055558950

- Anna O'Neal has written memos and posted signs indicating change in procedure.

* Anna and I performed a walk-thru tour of 1-12. Noted narrow passages at laser and stop button and a trip hazard.

* At my request, Anna instructed Betty Craig to call her if ladders reappear.

- 9 // after the accident, Kevin Connell again went to Tom White to re-emphasize the importance in the correction of unsafe conditions on 1-12.
- 9/29/94 Two safety training sessions conducted. (5 modules each) Refer: Pg 126
- 9/29/94 Asked Anne to notify Mel of trip hazards noted on walk-through tour of 1-12 yesterday. Anne said she would send him an E-Mail message.
- 9/29/94 Distributed 3rd Qtr PHI Checklists
- 9/29/94 Hand-carried "Manager's Report - Employee Recordable Injury" to Mfg. Safety and left it on Kevin Connell's desk.
- 9/29/94 Mel Dailey called and said that a bat has been reported roosting in the Corporate Affairs lobby. Denny, Don and Jay were gone for the day. Gene called Bill Taylor as he has taken care of these situations in the past. Bill said to notify Caren. Caren called Mel to resolve the situation.
- 9/30/94 Operations Services Safety Committee Mtg.
- 9/30/94 Special Test Request: Jerry Burgess (Richmond) to measure the effects of lighter, ^{paper} and lighter ^{with} foil.

Test will start Monday

Marl Ment 00210 (STD) (MF)

- Collect 10 Ctns from Boxes
- Test 5 packs per carton (menthol level of label foil and cigarettes individually)
- Carton #1 - Test as soon as picked up
- Carton #2 - Test 24 hrs after Carton #1
- Ctns 3 thru 10 - Test 24 hrs after previous carton

(Cont)

205558951

9/14 (Cont) Each carton should be numbered and sealed with remaining five packs per carton until Jerry has the results. Jerry will be in Louisville the week of Oct. 10.

Note: Decided to start the test Monday instead of today because the first 24 hours is the most critical in tracking menthol migration in menthol foil brands.

1/94 Talked with Carey concerning sending someone to Richmond on Nov 9 to be trained on Sy-Base. We felt that this is just a bridge (modern method) between Base (currently used) and SAP to be utilized in approximately one year, it might be better to have them send us instructions and send someone to Richmond if this does not work.

1/94 Performed Physical Hazards Inspection - 6-1 Lab & Office Areas

3/94 Mtg with Mark Test to assist him in putting together a training plan that includes analytical testing for primary personnel.

3/94 Menthol (Total Pack Results) low on 8:00 AM 10:45 and 11:00 samples. At 11:00, data was starting to trend back up.

- Filler produced and put in boxes on 9/22/94
- Foil tested - slightly low
- Foil measurement OK 130 mm
- Other data in KC Room Log Book filler

Asked Vanessa to check all boxes being fed to USSS on "B" Shift for menthol and Report any that is out of Spec.

"A" Shift Production on Hold

205558952

10/4/84 Meeting with Bill Speicher, Kevin Connell, Tom White, Hector Gonzalez and Anna O'Neal to try to resolve safety problems on 1-12.

Note - Documentation was provided indicating that the Q.A. Safety Committee had been working since the July shutdown to resolve the particular problem that caused the recordable injury and since 1992 on other safety problems on 1-12, (Working in conjunction with Mfg Safety and Engineering?)

Several options were discussed. Kevin or Hector will issue a memo regarding decisions.

10/4/94 Safety Training for 3rd Shift & make up for 1st Shift scheduled for 7:00 AM Thursday.

10/4/94 Pallets of VSSSM on Hold sampled for total pack (Refer Pg 129)
One carton each side of each level sampled. (2 Pallets) Export (2110)

10/5/94 Refer above VSSSM: Based upon results of testing, Pallet #1 was released and Pallet #2 was rejected.

10/5/94 I called shipping to determine whether the Domestic VSSSM were on hold at that location. Gene called Jerry Klinghamith to request samples. (Refer above) All product had been released.
(3rd Shift Prod) OK

10/5/94 Working with Denny & Sue to try to obtain a computer for use by Analytical and Environmental Specialists. The computer is needed for word processing capabilities (no secretary available) and data entry/analysis.

2055558953

1/94 Completed "C" Shift Safety Training (Refer: Pg 124)

1/94 Called Laura McCray to discuss Sq Base training to be held in Richmond on Wed., Nov. 9. Voice mail said she would be out of office all day today - will return tomorrow. Left message for her to call me.

1/94 Hand-carried copy of Safety Compliance Policy to Del Smith.

1/94 Compiled Bill Speicher's Monthly Safety Update.

1/94 Ann M'Daniel called concerning the PPI Audit report. She says that John will be out of the office until next week and that he had left the report on her desk for her approval. She said that she wants him to make some changes as some statements are not very clear. She also said that our location looked very good / very favorable compared to other locations. Report should arrive some time next week.

1/94 Received copies of approved Job Order requests for Refractometer, Computer & data system for FTIR and Hydrogen/Air Generators.

1/94 Received memo from Hector Gonzalez outlining agreed upon resolutions for 1-12 Safety Problems. Filed with other 1-12 Safety documentation in "Safety Current" file.

1/94 Elmore Cook will be in Louisville Tuesday - Flavor modifications and new formulas.

1/94 Distributed Bill Speicher's monthly Safety Update (October)

1/94 Distributed Revision to Safety Compliance Policy at the request of Kevin Connell to all areas.

205558954

10/7/94 Note for Safety Minutes: Hydrogen and air generators are on order.

10/7/94 FTIR Computer cleared through IS - Order placed

10/7/94 Refractometer on order

10/7/94 Informed Caren that Laura M'Cray will get back with us on Sy Base training after R&D explains the systems to them.

10/10/94 Alpine Lights produced "C" Shift last night produced with year-old foil (Very yellow) Menthol (Nortine total pack) within limits. Extra sample ordered from material on hold. When material on hold was sampled in shipping, it was noted that only a small amount of the production had yellowed foil. (Sampled every half hour production). Based upon this information and menthol results, production was released.

10/10/94 Greg Nixon called and said that (02-001) Raisin Juice Concentrate on hand in Louisville on hold (past expiration date). Not enough time to ship flavor from Richmond without affecting production. Asked that we:

- ① Obtain a sample from a sealed drum - On hold at Burnett St. (agitated a minimum of 30 minutes)
- ② Perform Sp. Gr., RI, Color, Odor, Appearance
- ③ Call Rich Clary at the Flavor Center and compare these results with initial results. (Ext 4475)
- ④ Call Don Bloch with results
- ⑤ Call Greg Nixon with results

(Cont)

205558955

4 (Cont) I called Dan Block and asked that he have a sealed drum of (02-001) shipped in from the Burnett St. Warehouse for analysis. Dan said that Burnett St. will not ship the flavor to the factory because it is past it's expiration date. I explained to Dan that the flavor must be shipped to Maple St. for sampling as the (02-001) must be agitated a minimum of 30 minutes before sampling. This would have to be done in the Flavor Cookroom. He said that he would get back with Burnett St. and explain the situation. I told Dan to get back with me if they still refused to ship the drum. Drum was shipped to Maple St. and analyzed at approximately 2:00 PM. Called Rich Clary - Compared to original analysis OK - All parameters within spec & no fermentation. Called Greg Nixon and gained approval to run out of this batch until Flavor Center recertification. Sent samples Federal Express Overnight to Rich Clary. Notified Production of qualified approval. There was no interruption of production.

4 Called Don Farthing to let him know that the samples of (02001) were shipped out Federal Express Overnight yesterday. He said he would call me when they receive the sample and assured me that they will begin testing as soon as the samples are received.

Note - For Reference: PMID# 328048-01

Vendor Lot# KRCS132-70

Prod: July 1993

194 Rich Clary called from the Flavor Center at approx. 12:50 PM to let me know he had received the samples of 02-001.

2055558956

10/12/94 Meeting with Elmore Cook, Dan Block and Stu Burns to discuss Project Sweet implementation. Also discussed elimination of Bagno for cost and environmental reasons. Elmore: short discussions on Project 145 and Marlboro 98 Project (November Test Market)

10/12/94 Greg Nixon called and said that the Flavor Center had approved 02-001 for 6 additional months shelf life. Page Andrews will send stickers to my attention. (Refer Pg 133)
I notified Dan Block.

10/12/94 Ed York said travel budget is in good shape - In case we have to send one or two people to Richmond for Sy Base training for MES System.

10/12/94 Part 2 of special test for Jerry Burgess - Refer: Pg 128.

10/13/94 Sent John to Jerry Burgess Project Mtg.

10/13/94 Exit Review meeting MES/SAN audit.

10/13/94 Received "Recertification - Ingredient approved for use" stickers for Preblends 02-001 and 04-439. Hand-carried to the Flavor Cookroom.

10/14/94 Called Hewlett Packard - Asked them to send a corrected quote for 1995 Service Contract. Original quote had 5711A gas chromatograph included (replaced) and incorrect dates.

10/14/94 Forwarded sign-in sheet for Lockhart Training to Kevin Connell. Del Smith conducted the training and forwarded the sheet to me.

2055558957

1/94 Investigated accident (non-recordable) Brenda Rutherford strained her back lifting cases on 1-12.
Refer: Accident Report

1/94 Larry Kralovic called - PO received for hydrogen and compressed air generators.

1/94 Completed an overview of Safety Performance (QA/QS) for 1994 for Bill Speicher to use in his personal PMP Writeup - Filed for future reference (for use in my PMP Writeup).

1/94 Completed accident report (Refer: Above) obtained signatures and hand-carried to Mary Lynn Cotton.

1/94 Started special test for Woody Thomas to determine menthol loss from KDF to maker - Plugs sampled at KDF for menthol and sampled again two hours later (average time plugs sit in trays before use on this brand - VSMCts) for menthol content.
* per Bobby Wimberg

1/94 Put chemical inventory forms in RC Room Log Book along with note.

1/94 Called LMCP (Ken Rudolph) concerning spotted, dirty looking mentholated foil (16-033A) MBI Bobbin #10 produced 10/19/94. Here and I felt that the problem may have been a dirty roller. Ken said he would come to Maple St later today to take a look at it and discuss with me.

1/94 Received write-up for Mark Jett's training program. He asked me to read it and get back with him with comments.

2055558958

- 10/20/94 Meeting with Ken Rudolph concerning spotted, dirty looking foil. He said he would check his mentholators but it looked more like a foil defect (Supplier) to him. He said he would look at bobbin #10, placed on hold at the time the problem was discovered. (Pat called LMC P to inform them on "C" Shift last night) He will also watch foil bobbins to prevent future occurrences. Note: This a Japanese order. Note: Spots were on paper side of foil. Refer: Pg 135.
- 10/20/94 Woody Thomas' test completed. Testing revealed a significant drop in menthol level after only two hours on Production floor. (From KOF) (Data in R Room file) Faxed to Woody.
- 10/21/94 Received revised quote for service contract from Hewlett Packard. Asked Sue to check serial numbers on quote. It appears they omitted the new 5890. Refer Pg 134.
- 10/21/94 Received message from Larry Kralovic - Delivery of the generators will be delayed.
 - Zero Air generator - Next week.
 - Hydrogen generator week after next.
- 10/21/94 Refer Above (Woody Thomas). Temperature and humidity on Production floor at the time of the test - Temp. 75.5° RH 46.8%
- 10/21/94 Filled-out and returned "1994 Year End Capital Accruals Projection and Capital Spending Update" to Caron Erdt in Richmond Finance.

2055558959

- 2/1/94 Compiled purchase order for renewal of Hewlett Packard service contract - Gave to Jennifer for typing. Jennifer typed PO & returned it to me.
- 2/1/94 Plug overheating on mixing tank in PC Room. Electrician replaced plug. Asked Judy to write a work order to have switches installed to avoid repeatedly plugging and unplugging tanks.
- 2/1/94 Called Ken Rudolph. He said they had rejected 1 1/2 pallets of spotted (incoming) foil last night. They are back on the Japanese order.
- 2/1/94 Distributed Fire Marshal Inspection memo to Operations Services supervision/management.
- 2/5/94 Woody Thomas called and said that Celanese and Eastman studios back-up our data in significant loss of menthol in first two hours after production. Once equilibration point is reached, menthol loss is slowed.
- 2/5/94 Obtained signatures - Sent Hewlett Packard Service Contract renewal (PO and Quote) to Ann Cook.
- 2/6/94 Meeting with Caren: X-Y Communication - Parameters
2055558960
- 2/26/94 Bill Taylor re-writing job description to include Primary Lab in addition to Analytical, Safety, PZ and Materials Evaluation.
- 2/20/94 Alcohol tanker from Union Carbide arrived with three seals not listed on the paperwork. I asked John to call Richmond Purchasing - have them contact Union Carbide and ask them to supply us with the numbers of the three seals. If their numbers match the numbers on the seals on the truck, we will test the shipment. Seals matched paperwork - Accepted

10/27/94 Diversity training for hourly employees postponed until January 1995. Notified Vanessa

10/27/94 Betty called and said the Low Floor ran out of ML-86 on third shift last night.

- Betty was not called at home
- Pipefitters were called in after Betty assured Production that there was plenty of ML-86 in the PZ Room tanks and there was no stoppage of PZ in the PZ Room lines.
- 4 KDF's down (B&H Debris ^{must} Alt E VSM 86)
- Tom Kemp said that cleaning of headers and filters was taken off the schedule a year ago.
- Filters were clogged - ML-86 was the first to shut down.
- Corrective Action:
 - ① Pipefitters are clearing ML-86 lines this morning.
 - ② All lines except *ML 27 will be cleared on Sunday.
 - ③ Cleaning (routine) of headers and filters will be put back on schedule.
- *Note: ML 27 will be in use for Production on Sunday.

- At approximately 9:00 AM, it was discovered that, after cleaning of filters, lines were still clogged. Maintenance decided to use back pressure (toward the PZ Room to clear the lines.
- When lines were cleared using back pressure, debris from lines contaminated the ML-86 tank. PZ appeared to be dark in tank. Sample had floating particulate matter.

(CONT)

2055558961

94 Tank contained 200 gallons of MC-86 (\$3762.00).

MT) ① New batch of MC-86 was immediately prepared & put on line. (MC-86 with foreign matter was pumped from tank. Will be allowed to sit so sediment can settle and (if approved) clean PZ will be added a little at a time to future batches)

② PZ Room was thoroughly cleaned - PZ removed that had flown from tank when back pressure was applied.

7/94 New Refractometer and Zero-air generator were received.

94 Called all QA ^{of Serv.} Safety Committee members to remind them of the meeting.

7/94 Jimmy typing the September minutes (Safety Committee).

7/94 Gene brought two sample bags of VSM Lts Cigarettes. Cigarettes had been sitting on floor for two days. Bill Nally did not know whether the cigarettes were 6's or 20's. Menthol check performed on each sample.

7/94 Operations Services Safety Committee meeting.

7/94 Jerry Burgess' test completed Refer Pg 134

8/94 Sending Sue to Sq-Base training in Richmond (Nov. 9).

7/94 Made travel arrangements (with Elaine) to send Sue to Richmond Nov 8-9.

8/94 Preparations made for Y-Z Communications meetings scheduled for tomorrow.

2055558962

10/31/94

Low total pack menthol levels - VSSM -
 Out of spec, but not as low as Oct 3 incident.
 (Data in Analytical Lab log book)
 Filler is routinely cut and put into boxes.

Last filler cut 10/29

1/2 line

(5042 sample
 5587 - 7087 Range)

Previous filler cut 10/12

(2 Boxes this run
 were used for start-
 up) Fri Night

(22 Boxes left over)
 (from 10/12 run)

Mixing left
 over with new
 tobacco. Don
 asked them to do this.

Will check menthol in Boxes next run after regular
 run for a period of time.

Flagged today's run for the Smoke Prod.

10/31/94

Computer & Software package received -
 Perkin Elmer FTIR

10/31/94

Gayle & Mark installing new Auto-Abbe
 Refractometer

10/31/94

Reviewed updated Job Description (Including
 Primary Lab/PZ responsibilities) in addition to
 Analytical, Safety, etc.

11/1/94

Y-Z Communication Meetings 10:00 Am
 and 2:00 PM. (Parameters)

2055558963

94 Glen truck arrived with seal missing on air-off valve. Called Stu - Inventory OK. Instructed Mark to call Richmond Purchasing and tell them we intend to reject.

194 At the suggestion of the Operations Services Safety Committee, Manufacturing Safety put a message on the monitors yesterday instructing employees not to put paper or other flammables in ash trap. Several small fires had started recently due to this.

11/94 Feedback from Y-Z Mtgs given to Caren to submit to the Core Team. (Refer: Pg 140)

12/94 Page Andrews called. He said that Flavor Operations should be called when a truck is suspect. It will no longer be necessary to call Richmond Purchasing. Flavor Operations is under contract to discuss the situation with the vendor prior to truck rejection. I notified all Analytical personnel.

Contact #1 - Page Andrews

If Contact #1 not available - Greg Nixon

Elmore Cook or Richmond Purchasing should be called if Page or Greg not available.

194 Mtg with Larry Kralovic (Balston) to discuss installation of air purifier for the FTIR & installation, use and maintenance of the Compressed air generator. Hydrogen generator should be delivered in approximately four weeks.

194 Jimmy Weston will be in Louisville Nov. 28 to perform machine audits at the Training Center. Tom Jones notified.

13/94 Fire Marshal Inspection.

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11/3/94 Pat Called - Said she will be on Medical Leave for the next four weeks.

Mtg with Analytical Specialists to determine how to cover 3rd shift in addition to Production OT - 7 days/week - and vacations.

11/4/94 Recordable Injury - C. Lauer - Laceration to head - Hit head on conveyor while collecting samples. Stitches required. Suturing performed at Jewish Hospital. Unable to complete investigation as Mr. Lauer was at the hospital.

11/4/94 Called Mel - Mel coordinated "Bloodborne Pathogens" Cleanup procedure through Peggy Lee.

11/4/94 Accident Report - Refer Above - will be submitted Monday morning.

11/4/94 Hydrogen alarm tested.

11/4/94 Bill Speicher called - Suggested that we look into requiring Primary Lab employees to wear bump caps when sampling in Primary Production areas.

11/4/94 Pitino Luncheon

11/7/94 Accident Investigation - Charlie Lauer - Recordable.

11/7/94 Called Sue Dossey - obtained Host user ID - Group # ELUSC9 - Password is MERIT or SLIMS (alternates). She is sending a packet of directions for using the program.

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7/94 Accident Report (Refer: Pg 142) Completed and submitted.

7/94 Started Employee Recordable Injury Report - Mgr's Report

1/94 Continued accident investigation and gathering data for Managers' Report - Employee Recordable Injury.

3/94 Rich Benken installing new computer and software for the FTIR.

1/94 Submitted Managers' Report - Employee Recordable Injury to Manufacturing Safety (Mary Lynn) after obtaining Bill Speicher's signature.

9/94 Compiled, typed and distributed Bill Speicher's Monthly Safety Update. Hand-carried Bill Speicher's copy to his office.

6/94 Gary Wettle called - wanted to talk about formula and preparation of menthol foil solution. Reason: Problems with spotted / discolored foil (Japan). I put Stu on a conference call with us as flavor preparation is his area of responsibility. We provided Gary with the following information:

- Menthol foil solution is prepared using SD-4 alcohol (190 proof - 95%)

- Same menthol foil solution formula is used for all menthol foil brands. Level (menthol) for each brand is attained through application rate at the mentholator.

- Mixture of Bagno, Cagno and Sagno is used in the solution.

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- Stu will send samples of all three menthols, alcohol and a sample of the prepared solution to Gary.

11/10/94 PMP - Writing self assessment

11/11/94 Propylene Glycol truck arrived - Seals on truck did not match paperwork. Paperwork indicated seals 27901 & 27915 (two seals). Paperwork should indicate 27901 thru 27915. Called Page Andrews. He will call vendor while John checks every seal on truck and records seal numbers on paper to make sure there are 15 seals in sequence (27901 thru 27915). Page called Olin - They said they felt that the person typing the shipping papers mistook the "thru" sign for the "&". They investigated at Olin. John checked all seals and recorded the numbers. Numbers were 27901 - 27915. I gave Page this information. Olin faxed hand-written paperwork to Page. Handwritten indicated 27901 thru 27915. Truck accepted.

11/11/94 Caren said that "Close the Loop" packages will be picked up today. She said to take-up the packages at the end of the meetings and return them to the Core team.

11/11/94 Sent copies of memo "Power Outage for Maintenance" 11/24/94 (Thanksgiving Day) to all Operations Services Superintendents. Preparations for the power outage have already been made in the Analytical Lab.

11/14/94 Meeting with Betty Fegenbush to compile minutes from notes taken at the October OS Safety Committee Meeting. No secretary was available for the meeting.

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9/4 Called Ken Johnson in reference to X-Y Comm.
 "Close the Loop" meeting scheduled for tomorrow
 at 11:00 AM. He said he will attend if the PMT
 allows us to hold the meeting at that time. He said
 the PMT put temporarily on hold.

Mtg scheduled: 11:00 AM Tuesday, Nov 15
 2:00 PM Thursday, Nov 17
 (6-1 Conf Rm)

11/94 POL running today - Sherwood Ruziak coordinating.

4/94 Rod McCoy called and asked is Spray 9 would be
 suitable for cleaning machinery in PM Program.
 (Hourly workers trying to make the machinery, etc
 work better). I told him that the cleaner is approved
 but due to the Omnibus Vendor program, they may
 have problems purchasing it. He said we have
 some on hand.

14/94 Preparation for "Close the Loop" Meeting.

4/94 Ken Johnson called back - PMT unable to get to
 approval of "Close the Loop". Said to cancel tomorrow's
 meeting.

15/94 Work orders written for installation of Zero
 Hydrogen and compressed air generators (over shutdown).

5/94 POL filler was accidentally fed into the blend last
 night. Flavors submitted from repeat of the
 run this morning. Sherwood Ruziak had already
 returned to Richmond. We prepared flavors for Richmond
 analysis the same as we had done yesterday. Since
 Sherwood had handled the rest of the POL (flavor
 portion) on his own yesterday, we called Dave Rochewer
 to make sure all bases covered. Rochewer will coordinate.

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11/15/94 Ken Johnson called - PMT gave the go-ahead for "Close the Loop" sessions. Sessions scheduled for 10:00 AM & 2:00 PM on Thursday.

11/15/94 Working on PM?

11/15/94 Mel Dailey called. Jim Puhl is submitting a safety knife to him for cutting tape from rollers. Mel is submitting to us. Needs ASAP. Tool they are currently using is from Eastman Kodak and very expensive. (Safety & Cost Savings. Mel requested that we get back with him. He will contact Jim Puhl.

11/15/94 Ann Cook called - questioned approval for Rod M'Coy to use Spray Nine. I told her that, from a materials evaluation standpoint it is approved. She asked me to make sure. I called Jimmy Weston. She pulled it up on the database and said it is still approved. I called Ann Cook.
QA # 877

11/17/94 X-Y Communications "Close The Loop" (Parameters) - Two sessions conducted. Core Team (Primary) Attendees - (Session #1 - Ken Johnson) (Session 2 - Cindy Nordmeyer)

11/17/94 Rich Benken was unable to install FTIR Software - Ordered new part.

11/17/94 Called Mel Dailey - Requested training materials and sign-in sheets for "Bloodborne Pathogens", "Electrical Safe Work Practices", "Eye Wash/Safety Shower", "Ladders". Also requested that Operations Services personnel be scheduled for "Ergonomics" (taught by Kevin & Mel). Mel said he would get the training materials to me within the next couple of days. 2055558969 (Cont)

11/17/94 (cont). He said that he and Kevin will begin conducting "Ergonomics" training the week of Dec. 5.

Tentative Schedule:

- 1st Shift Dec 5th - 8th
- 2nd Shift Dec 12th - 15th
- 3rd Shift Dec 19th - 22nd

Mel will send a schedule outlining meeting times and place.

Mel's office is being renovated - he will not be able to look up codes for classes. He said just to put the name of the course on the sign-in sheets - They will code them later when they are received in mfg. Safety.

11/17/94 PMP Writeup

11/17/94 Meeting with Bill Taylor and John Spradling to resolve truck scheduling conflicts (glue/PZ)

12/2/94 Dave Self - appraisal - PMP to Karen

12/2/94 Bill Speicher asked that I order bump caps for Primary Lab Technicians who sample/work in Primary Production areas. I called Del Smith to inform her. Del felt that, if Primary Lab personnel have to wear them, everyone who works in Primary Production areas should be required to wear them. I told her I would talk with Bill about this. Bill replied - We need to use them for sampling because of movements involved.

12/2/94 Distributed minutes^(Oct) and meeting notice (Nov) Safety Committee meeting. Called members to remind them of tomorrow's meeting.

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11/22/94 Received memo from Rich Leezer - Mandatory training classes - DOT Training - for personnel who ship, handle, transport, receive, sign shipping papers, etc. - Friday, Dec. 2 8:00 AM - 4:00 PM.

Called Rich Leezer - Course only applies to shipping of hazardous materials. We only need to send one person.

11/22/94 Completed Specialist Rankings - DMP

11/23/94 Operations Services Safety Comm Mtg.

11/23/94 Two pallets of Jono with labels inside plastic shrinkwrap indicating that the product was Cocaine. (Reported by Stu Barnes.)

- I called Page Andrews - told him the situation, provided him with lot numbers, etc.
- Faxed one of the labels to Page
- Page asked Stu to cut open a bag on a pallet in question and inspect to make sure it is Jono. Stu did this and determined that the bags contained Jono. Bags were properly labeled.
- Page authorized the use of the Jono and asked that all four incorrect labels be sent to him. He will order a Vendor audit for next week.

11/23/94 Dave Rankings list (Analytical Specialists) to Karen.

11/28/94 Meeting with Anna O'Neal to discuss problems encountered when Betty Craig became ill while working on 1-12 on Saturday.

(Cont)

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Fortunately, the Rework person was on 1-12 at the time to assist her. Had he not been in the area, she would have been alone when she became disoriented. Also, it was very difficult to remove Betty from the area due to space restrictions. Anna documented the incident/problem in a memo. I hand-carried a copy of the memo to Bill Speicher and made a copy for Gene (Not on distribution).

11/28/94 Called Kevin Connell and had a short meeting with Mel Dailey concerning the above. Kevin said that he had already contacted Engineering - emphasizing that changes on schedule for the December shutdown should have been made earlier and need to be done now.

11/28/94 Compiled worksheets for Caren to take to Org. Review Mtg. tomorrow (Jegenbush, Blachatz, Eiders, Spradling, Fields & Howell)

11/29/94 Told Mel Dailey he could go ahead and order aluminum cutting tool for removing tow from machinery (Safety & Cost Savings). He asked that we send the plastic handled tools through MES in case they need them in the future. I told him we would submit.

11/29/94 Gave worksheets to Caren to take to Org. Review Mtg.

11/29/94 Jerry Burgess Called - He will be in Louisville December 6 through December 7 to work on problems with Japanese foil. He will have Chuck Chung and Mike Fickle (RED) with him. They will be at LMCP and Alcan on Dec. 6 and at Maple St. on Dec 7. He said that, among other tests they have run they have compared base foil from same flat (6 without menthol/ 6 with menthol) and stored at 148°F for 24 hours - discoloration noted on menthol foil only.

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(Cont)

11/29/94 (Cont) Jerry said that (under heat) the bags containing the foil blew up like balloons but did not burst. This could account for the loose bag situation. Currently they are storing bobbins in Jungles and Desert Rooms to see what effects these conditions will have on the foil. While Jerry, Chuck and Mike are at Maple St, they want to observe menthol foil solution makeup and PC testing. I notified Analytical Lab personnel and Stu Burns.

11/30/94 Reviewing results of Procedures Audit in preparation for Bill Speicher's response to John Libman.

11/30/94 Mel Dailey called - PZ Truck in the Breezeway was leaking so they stopped the off-loading process. I took Betty and John to the Breezeway to assess the situation. Only a few gallons had spilled, spill was contained, Mel was handling disposal (non-hazardous) and a new gasket was being sent-in. I asked Betty & John to observe the changing of the gasket. Mel asked that someone from Security be on the scene in case of another spill.

11/30/94 Gasket was changed with no spill. Tanker resumed offloading.

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12/1/94 Greg Nixon called concerning two preblends at Burnett St that are past their expiration date. The preblends are used in PM Super Lights. Production on this brand is scheduled for next Tuesday. Richmond truck will arrive tomorrow with certified preblends (75-636/PMID# 233197 and 75-655/PMID# 232872) for use in Tuesday's production. However, Greg asked that we send samples of these preblends to the Flavor Center for recertification because we have 3000 liters of the out of date (Cont)

7/4 75-636 and 600 liters of 75-655 on hand at Burnett St.
and the flavors are very expensive. He requested one
4 Oz. french square bottle of each.

Kelly Rivers

Phone 4446

Philip Morris Flavor Center

2200 Bells Rd.

Gate L Door 40

Richmond, Va. 223261

I called Dan Bloch - asked him to have drums of the
above flavors shipped from Burnett St to the Flavor
Cookroom for agitation (very important) and sampling.
He said they will probably arrive tomorrow. They will
contact us when the flavors are ready to sample.

Informed Analytical Lab personnel of the request.

7/4 Called Del Smith again about ordering bump
cups for sampling in Primary. She stated again
that she felt that their lab was being
singled out. She said that she wants to talk to
Bill (one last try) before ordering them.

7/4 Distributed "Ergonomics" Schedule of Classes
for "A" Shift to all areas of Operations Services.
Hand-carried to areas outside 6-1.

7/4 Compiled Bill Speicher's Monthly Safety Update (Dec.).

5/94 Alpine FF low (out of spec) on menthol.
8:00 AM Sample - flagged for the Smoke Panel. I
asked that they get another sample at 9:15 AM to
make sure the brand is not still running low.
9:15 - Running within range. 2055558974

6/94 Operations Services personnel attending Ergonomics
Training this week.

- 12/7/94 Meetings with Jerry Burgess, Chuck Chung and Mike Sickle. They are in Louisville to investigate possible resolutions to the Japanese Menthol foil problems. (spotted, discolored)
- 12/7/94 Distributed Bill Speicher's Monthly Safety update. Hand-carried Bill Speicher's copies to him.
- 12/7/94 Distributed Fourth Quarter Physical Hazards Inspection Checklists to be returned to me no later than Dec. 19.
- 12/7/94 Performed Physical Hazards (4th Qtr) Inspection - 6th Lab & Office areas.
- 12/8/94 Deanna left a note advising me that the steps to the emergency exit on 1-12 had been moved. (Temporary wooden steps.) She said the Shop had been working in that area on "A" Shift and had moved the steps. I called Hector Gonzalez. He said they had been working on a conveyor and the steps had been moved to allow this work to be done. He said he will make sure the steps are replaced. I left a note for Deanna.
- 12/8/94 Called Tom Hayes to request an extra phone on the 1165 Extension in the Analytical Lab so that the employees will not have to leave flavor samples unattended to answer the phone. He said he will have one installed.
- 12/8/94 Pat Cary returned from medical leave.
- 12/8/94 Attended Ergonomics training.
- 12/9/94 Hydrogen Alarm Tested

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1/9/94 Sent E-mail message to all Operations Services Louisville
B Shift Schedule for Ergonomics training.

1/9/94 Distributed memo - Schedule for "A" Shift Bloodborne
Pathogens, Electrical Safe Work Practices - General,
Eye Wash/Safety Shower and Ladder Safety training.
Asked Deanna and Bonnie if they prefer to instruct
classes on their shifts to avoid scheduling problems on
their shifts.

9/9/94 Prepared sign-in sheets and training materials
for next week's training.

11/2/94 Preparation for above mentioned training courses.

11/2/94 "B" Shift Operations Services personnel attending
Ergonomics training.

2/12/94 Marlboro Lights Regular mixed in cartons
with Marlboro Lights Menthol (8:00 Saturday
KC Room sample). Product on hold for inspection
to see how much product mixed.

2/12/94 Made copies of sign-in sheets for Deanna and
Bonnie. They will train their shifts. (Refer^{above}).

2/15/94 Instructed two sessions (6 modules) of
safety training. Refer. Above.

2/13/94 Sent accrual (capital) estimate to Jon Wages for
hydrogen and air generators. Refractometer and
FTIR computer have been paid.

12/13/94 Odor detected in Jono at the Flavor Center.
Sent John to the Warehouse to collect samples
from the same lot #. (One sample from each side
of the three pallets). Analytical and Flavor
Cookroom personnel will analyze for odor when
the samples arrive.

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- 12/14/94 Samples of Jono (Refer: Pg 153) were evaluated for odor/appearance. Stu Burns & I agreed that samples were acceptable. Stu called Page Andrews from my office with results. Stu also told Page that, if off-odor is noticed in any bags as they open them, we will notify him immediately.
- 12/14/94 Injury (non-recordable) Jamesette Boyd. Accident investigation and report completed. (Back Strain). Employee was wearing a back brace at the time of the injury.
- 12/15/94 Ordered Keyboard drawer to fit under computer.
- 12/15/94 Meeting with Betty Segenbush to go over November Safety Meeting Minutes.
- 12/15/94 Two sessions of Safety Training presented. Refer: Pg 153
- 12/15/94 Attended Central Safety and Health Committee meeting. (Bill Speicher in Richmond)
- 12/15/94 Michael Dour (Beeper 575) working on (planning) installation of hydrogen and air generators.
- 12/16/94 Talked with Woody Thomas - He would like to come to Louisville to do a presentation on menthol loss throughout the process. I told him the second or third week in January would probably be best for us.
- 12/16/94 Mtg with Layle - Response to Procedures Audit.
- 12/14/94 Called Kevin Connell for ordering information for bump caps.

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- 1/6/94 Obtained Bill Speicher's signature and submitted accident report to Mfg Safety. (Refer: Pg 154)
- 1/19/94 Called Kevin Connell. He said it would be okay to do "Ladder Safety" training in January as the video has been unavailable. It was being held because of a grievance.
- 2/19/94 Kevin said that "C" Shift "Ergonomics Training" will be held the last week in January.
- 2/19/94 Kevin gave me the information needed to order bump caps.
- 1/19/94 Mtg with Barbara Wayne - Smoke Panel incentives.
- 12/19/94 Distributed meeting notice for December Safety Committee meeting.
- 12/19/94 Case coding ink submitted by Mike Boone acceptable for intended use. Mike notified by Sue.
- 12/20/94 Instructed two sessions (6 modules) safety training. Refer: Pg. 153.
- 2/20/94 Copied & distributed November Safety Committee Mtg minutes.
- 12/20/94 "Ladder Safety" video became available. I checked it out for use in early January.
- 12/20/94 Sent Analytical 1995 vacation schedule to Ed York.
- 12/20/94 Barbara Wayne placed an X-Order for 20 bump caps from Allied Safety.
- 12/20/94 Operations Services Safety Committee Mtg.

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12/20/94 Lab evacuated so that equipment weighing several tons of equipment could be lifted by crane over the roof. Coordinated by Mel Dailey.

12/22/94 Faxed attendance (W/E 12/25/94) to Sammy.

12/22/94 Hand carried "Bloodborne Pathogens", "Electrical Safe Work Practices" and "Eye Wash/Safety Shower" tapes and sign - in sheets to Mary Lynn.

12/22/94 Hydrogen and Air Generators - Preparation for installation

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